



**WASHINGTON STATE**  
**CRIMINAL JUSTICE TRAINING COMMISSION**  
**Field Training Officer Academy- FTO #0681-5**

**ADDITIONAL COURSE INFORMATION**

<b>Dates:</b>	March 17-21, 2014
<b>Location:</b>	Bellevue PD/ Police Training Unit- 3 <sup>rd</sup> Floor Rm 3W-109 Bellevue City Hall 450 110 <sup>th</sup> Ave N.E. Bellevue, WA 98004
<b>Class Hours:</b>	Monday-Friday 0830-1730
<b>Travel/Meals &amp; Lodging:</b>	Responsibility of the applicant or his/her agency
<b>Costs:</b>	\$75.00 Unfortunately, the WSCJTC is <i>unable</i> at this time to accept <i>credit cards</i> as a form of payment. Agencies will be invoiced.
<b>Attire:</b>	Business casual attire is appropriate for classroom wear. <i>Please no jeans, t-shirts, shorts, sweatshirts, or tennis shoes.</i>
<b>Material:</b>	Responsibility of Student: Bring note-taking items such as a notebook paper, pens, and pencils.  <b>Recommended:</b> laptop and thumb drive – to assist the student in preparing their presentations.
<b>Telephone:</b>	<b>EMERGENCY ONLY: 425-766-0185</b> Messages of a non-emergent nature will not be taken.
<b>Firearms:</b>	Firearms will not be used in this course.
<b>Attendance:</b>	Instructors must pre-approve class absences.
<b>Cancellation Deadline:</b>	<b>March 10<sup>th</sup>, 2014</b> Notify the Registrar's Office via e-mail <a href="mailto:registrar@cjtc.state.wa.us">registrar@cjtc.state.wa.us</a> . Your agency will be billed <u>\$75</u> for late cancellations and no shows. No exceptions will be made.
<b>Responsibility for Injuries:</b>	Although instructors will at all times maintain a high degree of care for the safety of all persons attending the school, it must, be understood that neither the Washington State Criminal Justice Training Commission, nor any of the cooperating agencies can or will assume financial responsibility for injuries or illness suffered as a result of any training received, nor can or will be responsible for any loss to students as a result of damage to their property through fire, theft or other causes. Each attendee must understand that this training is at the attendee's own risk.